

## Travel Allowances

## § 301-2.6

and when the travel is during hours of infrequently scheduled public transportation or darkness. Agencies are expected to establish stringent administrative controls at sufficiently high levels which ensure that reimbursements are authorized only when justifiable and when all circumstances set forth in this paragraph are met.

[54 FR 20270, May 10, 1989, as amended by FTR Amdt. 26, 57 FR 28633, June 26, 1992]

### **§ 301-2.4 Emergency travel due to illness or injury or a personal emergency situation.**

Provisions governing reimbursement for allowable transportation in connection with emergency travel due to illness or injury or a personal emergency situation are set forth in part 301-12.

### **§ 301-2.5 Routing of travel.**

(a) *Official necessity.* All travel shall be by a usually traveled route. Travel by other routes may be allowed when the official necessity therefor is satisfactorily established.

(b) *Indirect-route or interrupted travel.* When a person for his/her own convenience travels by an indirect route or interrupts travel by direct route, the extra expense shall be borne by him/her. Reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route. An employee may not use contract airline/rail passenger service provided under contract with the General Services Administration (see part 301-15, subpart B, of this chapter) for that portion of travel by an indirect route which is for personal convenience. Additionally, an employee may not use a U.S. Government Transportation Request (GTR) (see § 301-10.2 of this chapter) or a contractor-issued charge card (see part 301-15, subpart C, of this chapter) for procurement of commercial carrier transportation services for that portion of travel by an indirect route which is for personal convenience. An employee may, however, use contract airline/rail passenger service, as well as a GTR or contractor-issued charge card, for portions of travel that are authorized to be performed at Government expense. (See § 301-11.5(a)(3) of this chapter regarding re-

imbursement claims for travel that involves an indirect route.)

[54 FR 20270, May 10, 1989, as amended by FTR Amdt. 32, 58 FR 58236, Oct. 29, 1993]

### **§ 301-2.6 Use of Government-furnished vehicles.**

(a) *Use limited to official purposes.* When a Government-furnished vehicle is used by an employee for official travel, its use shall be limited to official purposes (31 U.S.C. 1344 as implemented in 41 CFR 101-38.3) which include transportation between places where the employee's presence is required incident to official business; between such places and places of temporary lodging when public transportation is unavailable or its use is impractical; and between either of the above places and suitable eating places, drug stores, barber shops, places of worship, cleaning establishments, and similar places necessary for the sustenance, comfort, or health of the employee to foster the continued efficient performance of Government business.

(b) *Government driver's identification card.* Under instructions prescribed by the Office of Personnel Management, a Federal employee who must occasionally use a Government-furnished vehicle for official business while on temporary duty away from his/her official station need not possess a Standard Form 46, U.S. Government Motor Vehicle Operator's Identification Card, if he/she holds a valid State, District of Columbia, or territorial motor vehicle operator's license and presents travel orders specifically authorizing the temporary use of a Government-furnished vehicle.

(c) *Vehicle not available.* If a Government-furnished vehicle is not available when required as a first resource, a Government-contract rental or other commercially rented vehicle may be used provided such use is consistent with § 301-2.2(c) and the regulations and authorizations of the employee's agency.

(d) *Use of Government aircraft.* Agencies may authorize an employee to travel on a Government aircraft, if use

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of the aircraft is justified under provisions of Office of Management and Budget (OMB) Circular No. A-126.

[54 FR 20270, May 10, 1989, as amended at 57 FR 54305, Nov. 18, 1992]

### PART 301-3—USE OF COMMERCIAL TRANSPORTATION

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AUTHORITY: 5 U.S.C. 5707.

#### §301-3.1 Taxicabs.

(a) *Approval requirement.* For local travel authorized under §301-2.3 (a) and (b), the use of taxicabs may be allowed if authorized or approved as advantageous to the Government. General authorization for use of taxicabs for local travel in certain situations is contained in §301-2.3 (c), (d), and (e).

(b) *Tips.* In addition to reimbursement of taxi fare, the employee will be allowed reimbursement of tips in the amount of 15 cents when the fare is \$1 or less or 15 percent of the reimbursable fare when it exceeds \$1. If the 15 percent is not a multiple of 5, the reimbursable tip may be increased to the next multiple of 5.

[54 FR 20272, May 10, 1989]

#### §301-3.2 Rental automobiles and special conveyances.

(a) *Approval requirement.* The hire of boat, automobile, taxicab (other than for use under §301-2.3 (c), (d), or (e)), aircraft, livery, or other conveyance will be allowed if authorized or approved as advantageous to the Government whenever the employee is engaged in official business within or outside his/her designated post of duty.

(b) *Incidental charges.* If the hire of a special conveyance does not include costs of the incidental expenses of gasoline or oil, feeding and stabling horses, rent of garage, hangar, or boat-house, subsistence of operator,

ferriage, tolls, etc., the same should be first paid, if practicable, by the person furnishing the accommodation or by the operator, and should be itemized in the bill. (See §§301-11.3(c)(5) and 301-11.5(c)(2).)

(c) *Damage waiver or insurance costs.* Commercial vehicle rental contracts customarily include full insurance coverage for property damage or injury or death to third parties resulting from the renter's use of the vehicle. Damage to the rented vehicle (collision damage), however, is often covered only above a deductible amount specified in the rental contract, the renter being responsible for the cost of damage below that amount. In such instances, additional insurance (collision damage waiver or collision damage insurance) to relieve the renter from liability for damage to the vehicle up to a deductible amount is available in the rental contract for an extra fee.

(1) Agencies may not pay or reimburse the employee for the cost of collision damage waiver or collision damage insurance when official travel in the rental vehicle is performed wholly within the continental United States, Alaska, Hawaii, the Commonwealth of Puerto Rico or the Commonwealth of the Northern Mariana Islands, or a United States territory or possession. However, agencies are authorized to pay for damage to the rented vehicle up to the deductible amount contained in the rental contract if the damage occurs while the vehicle is being used for official business.

(2) Agencies may pay or reimburse the employee for the cost of collision damage waiver or collision damage insurance when the vehicle is rented or leased for official travel in foreign areas (areas other than those listed in paragraph (c)(1) of this section) and rental or leasing agency requirements, foreign statute, or legal procedures which could cause extreme difficulty to Government employees involved in an accident make such insurance necessary.

(3) The cost of personal accident insurance is a personal expense and is not reimbursable.

(d) *Hire from another employee or member of an employee's family.* Charges for the hire of a conveyance of another